



FI\$Cal Forum Questions

April 24, 2013

How are purchase order (PO) numbers determined? Is it agency specific?

PO numbers are system generated. They are agency specific to the extent that the agency's FI\$Cal Business Unit is a distinguishing factor on the Purchase Order (i.e. Combination of Business Unit and PO ID is always going to be unique).

If the PO is a "high" priority will the system still give the approver three days or can it be shorter?

The system does not limit the number of days an approver has to work through an approval. The system will provide the ability to have email escalation. The threshold (number of days/hours) that triggers the email escalation is a specific Business Process setting within the workflow process. There are different thresholds for requisition approvals, PO approvals, and vendor approvals. A query or report can be created to generate a list of transactions that exceed the threshold or to list the transactions based on criteria such as Priority=High depending on the number of days/hours it has been waiting for approval.

Can these meetings be available to stream online and/or via conference call if we are not able to attend?

We offer web conferencing for departments that are physically out of the area. However, you may view the presentation on our website at: [Forum Presentation](#) within 24 hours after the presentation.

Where does data cleansing fall in Wave 1?

FI\$Cal will determine this as the data conversion approach is finalized.

Can the System generate a monthly report to list all transactions under a specific transaction code such as TC50 or TC47 under our account 1 fund?

In Wave 1, there will be reports available for inquiry on Purchase Orders, such as Expenditure by Account, Division, Division Detail. In Wave 3, FI\$Cal will roll out enhanced business intelligence and analytic capability tools and will ensure data is available to complete the reports necessary for your department to conduct its business.

Will the agencies that are not in any of the wave schedules be given an opportunity to see the functionality of the new FI\$Cal System?

The FI\$Cal Forum presentations will periodically include demonstrations of FI\$Cal's functionality. Additionally, deferred and exempt departments participated in some of the Business Process Reengineering (BPR) sessions offered early in the Project and will continue to be included in future wave Conference Room Pilot (CRP) sessions.

Is the Chart of Accounts available on the FI\$Cal website?

Not at this time.

How long after the final wave do you plan to continue running the existing legacy system?

To ensure a successful transition to the new FI\$Cal System, legacy systems may run in parallel with the new FI\$Cal System until FI\$Cal and the department can verify the legacy system is no longer needed.

Who maintains the category in the requisition?

The United Nations Standard Products and Services Code (UNSPSC) category codes will be centrally maintained by the FI\$Cal Service Center. Requisitioners will have the ability to assign UNSPSC codes to their requisitions. Validation of the assigned codes will be the role of the Buyer, as part of the workflow approval process.

Who determines the requisition approval?

The FI\$Cal team will define the Workflow Framework and the departments will designate appropriate approval roles to users.

Who will maintain the vendor file?

The master vendor file for the State of California will be maintained in FI\$Cal. A central group within FI\$Cal will work with Departments to add and maintain vendors in the master vendor file.

Will the STD 65 be revamped?

No, the STD. 65 will not be revamped by FI\$Cal. The STD. 65 is currently owned by the Department of General Services (DGS) and is a printed form which serves as a record of the purchase order (PO)/encumbrance. The STD. 65 will be used by departments who will not be part of the FI\$Cal implementation (Deferred and Exempt Departments). In FI\$Cal, once a department goes live, instead of the STD. 65, there is a purchase order document generated by the System which, when dispatched, will be equivalent to the current STD 65.

How close to 100% will the requisitioning system be from what was demonstrated to what is actually implemented?

When implemented for Pre-Wave, FI\$Cal will be very similar to what was demonstrated in the session. It will include a few additional features specific to the State of California. The e-Procurement function starts in Pre-Wave and other functionality is implemented in subsequent waves.

Are suppliers identified in the requisitioning process for the object and funding strip?

In the requisition process, there is an optional field for the vendor (or supplier). A vendor is required on the Purchase Order.

Can a single vendor be identified or more than one?

There is a single vendor line and additional lines can be added for multiple vendors. A single requisition may also be broken out into multiple purchase orders.

Would the shipping address be identified in the comment field or is there a shipping address option?

There is a shipping field on both the Requisition and the Purchase Order. On the Requisition and Purchase Order, each line can have a different shipping location and has the functionality for supporting the shipping comments, locations, etc.

Are approvers notified when there is a pending item for their approval?

Yes. A work list entry and email notification are sent instantaneously to the approver's inbox notifying them of a pending item for their approval. An escalation feature will alert the recipient, the approver that is waiting, and the supervisor (beginning Wave 1), if a pending item sits longer than five days (three days for Pre-Wave), which is the threshold that has been set for POs and requisitions.

Are rules going to be set up on approval routing so that they use a particular object code or a selected item or a funding source so there is a specific approver that must be included in the routing?

In Pre-Wave, there are four approval steps provided and every requisition goes through each step; thresholds will not be implemented. More specific approval routing rules will be implemented in Wave 1.

Does the requisition go to a backup person if the designated approver is not available on approval routing after three days?

FI\$Cal allows for multiple approvers in an approver step; some departments will have two to three different approvers at same approval level. When the requisition is submitted, it goes to the work list of all three approvers at that level. Once opened and worked by an approver (i.e. if Approver Approves / Denies / Pushback / Hold), the requisition is removed from the other approvers' work lists at the same level. If the requisition is not approved within five days (three days for Pre-Wave), an automated email notification is sent to the current user asking them to check their work list for the item waiting for approval. There is also a feature in FI\$Cal which allows the user to reroute their work to another person if they are going to be out of the office. For planned absences, the end user can go in and designate an alternate with equal authority and all items that would have gone to them will go to the alternate. Finally, if it is an unplanned absence, there are work flow administrators that can be called to reroute items that are in someone's work list if they need to be expedited.

Once a requisition is issued, can the work flow and work pool be deleted or removed? Who has the authority to drop one of those out if a decision is made not to go forward at any point in the stream? How would one delete work?

Requisitions are never deleted or removed from FI\$Cal System. A requisition can be canceled if it is not sourced to Purchase Order. A Requestor or Buyer can cancel a requisition using the Manage Requisition page and any work list items associated with the canceled requisition will be removed. Canceling the requisition is not actually deleting it from the System. The canceled requisition will still reside in System and, if needed, can be re-opened but will not appear on reports or work lists of active or pending work.